



## Grant Writing Internship with IDEAS For Us!

**Reports To:**

Chief Operations Officer of IDEAS for Us: [Admin@ideasforus.org](mailto:Admin@ideasforus.org)

**Details:** Unpaid Internship - Minimum requirement 8 hours per week.

**\*Must Attend Mandatory Intern On-boarding Day\* \*Check your college's deadline if registering for credit\***

***IMPORTANT:*** We require an hour meeting each week to review assignments and delegate tasks for on-going projects. The rest of your hours will be working independently. If your other in-office hours need to change, please bring up your schedule at the mandatory internship onboarding day. Mandatory meetings cannot be shifted.

Details	Day of the week/Time	Location
<b>Mandatory Weekly Meeting</b>	<b>Thursdays 10am - 11 am (1 hr)</b>	<b>*Online via Google Hangouts</b>

**Requirements:**

- Must have an interest in sustainability initiatives.
- Must have a computer & reliable internet.
- Must have 8 hours per week to volunteer for IDEAS For Us.
- Must practice a professional, constructive, and positive work attitude to ensure high morale and productivity.

**Responsibilities:**

- ✓ Researching environmental topics and grant writing strategies to promote global sustainability in our 5 focus areas of energy, water, food, waste, and ecology
- ✓ Writing quality grants, proposals, and fundraising materials for the purpose of raising funds for our key environmental projects
- ✓ Organizing content, information, and more in our google drive & CRM system
- ✓ Learning how to use Airtable and grant portals when necessary to engage in launching grant content
- ✓ Communicate with the department lead to prioritize needs for the week.
- ✓ Additional tasks that may arise to carry out the success of the program. Each week, we will be adding tasks to a weekly tracker and will delegate them out based on each assistant's strengths.

**ACKNOWLEDGEMENT:**

- ★ Any injuries that take place during your time as an intern will not be the responsibility of IDEAS For Us and must be covered by said intern.
- ★ Must reference the operating manual and read through the policies and procedures manual to ensure the proper safety protocols are implemented.

**Sign up today at [www.ideasforus.org/internships](http://www.ideasforus.org/internships) in the bottom form.**